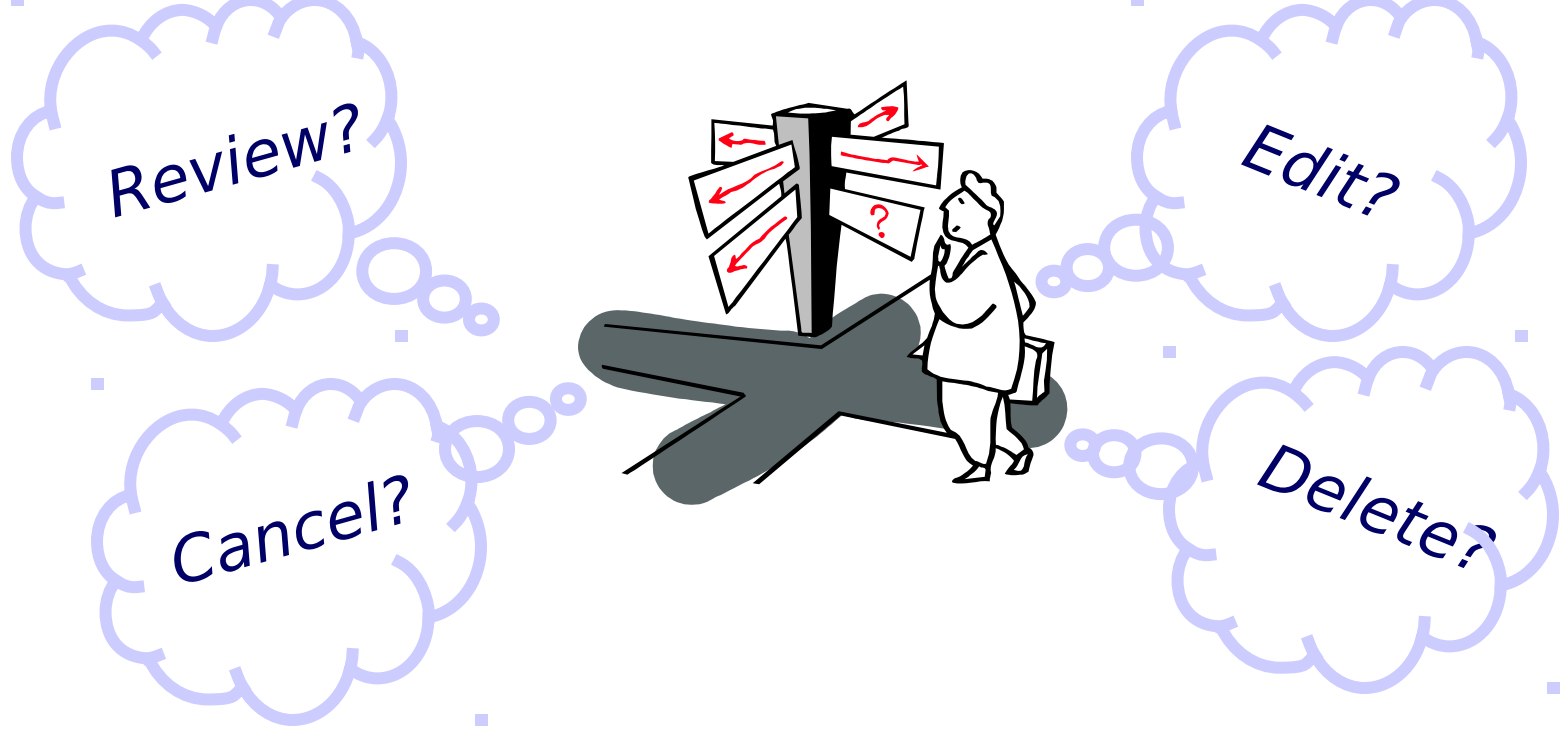


# INTRODUCING the New ACQTAS

## ***Student Tutorial for Review/Edit and Cancellation Procedures***

Available for Remaining FY01  
Acquisition Training Application  
System



***We will now go through  
some of the application  
features available to the  
student.***



# Student Functions

**Student Functions**

- Logon
- Update Student Profile
- Prepare Applications
- [Review/Edit Applications](#)
- Create/Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logoff

**Help**

- How To
- Contact ACQTAS Help Desk
- Contact Component Travel Manager
- School Information
- Onsite Information

**Links**

- Privacy Act Statement
- DODICS Notice Of Monitoring
- Security Notice
- Other Useful Links

**ACQTAS**

Welcome! Please select a menu item

The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. Training requests for military personnel will be rejected.

Let's begin with Review/Edit Applications

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# Student Functions

Select your agency using drop down menu.

Acquisition Training Application System (ACQTAS)

Main Menu

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Create/Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logout

Help

- How To
- Contact ACQTAS Help Desk
- Contact Component Travel Manager
- School Information
- Onsite Information

Links

- Privacy Act Statement
- DODICS Notice Of Monitoring
- Security Notice
- Other Useful Links

Please sign in below:

Please select your DOD component

- Defense Acquisition University (DAU)
- DoD Components Not Listed Above
- Washington Headquarters
- Armed Forces Information Service (AFIS)
- Ballistic Missile Defense Organization (BMDO)
- Defense Advanced Research Project Agency (DARPA)
- Defense Micro-Electronic Activity (DMEA)
- Defense Security Service (DSS)
- Department of Defense Inspector General (DODIG)
- Joint Staff
- Joint Simulation System Joint Program Office (JSS)

military personnel will be rejected.

You will notice that there are some agencies indicated in RED. This means that you can not select that agency.

You will notice that there are agencies indicated in BLUE. This means that you must select one of these agencies.

Acquisition Training Application System (ACQTAS)

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Create/Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logout

Help

- How To
- Contact ACQTAS Help Desk
- Contact Component Travel Manager
- School Information
- Onsite Information

Links

- Privacy Act Statement
- DODICS Notice Of Monitoring
- Security Notice
- Other Useful Links

Please sign in below:

Defense Information Systems Agency (DISA)

Social Security No: [038] - [30] - [0888]

Date of birth: [Jan] [08] [1968]

Login

Notice to First Time Users

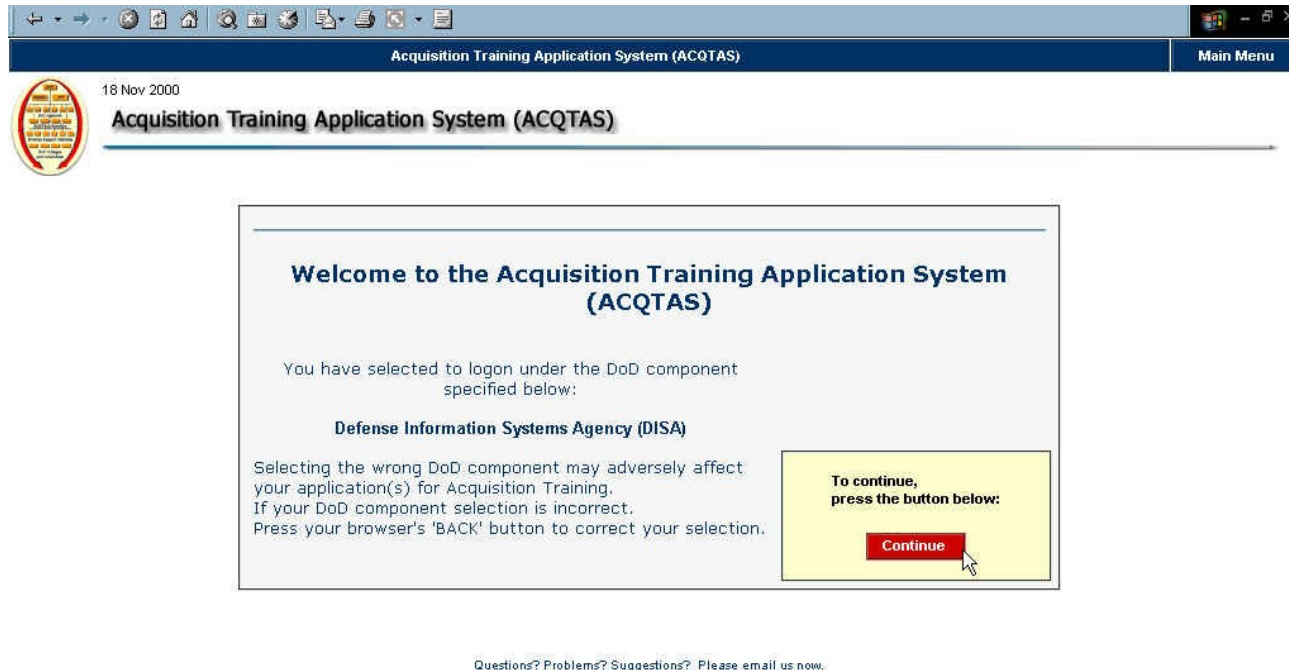
The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the internet courses offered by DAU. Training requests for military personnel will be rejected.

Once you have selected your agency, enter SSN and DOB, Press LOGON

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# Student Functions



**ACQTAS re-displays the student's DoD component choice upon entry to the system.**

**Press Continue**

Here is a larger list of applications than those we have already viewed.



# Student Functions

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application    **C** - Request Enrollment Cancellation    **R** - Resubmit Application

Pending Applications						
	FY	Sch	Crs	Cls	Class Start Date	Application Status
<b>X</b>	2001	771	CON 210 (DAU)	<a href="#">709</a>	09 Apr 2001	Pending

Previous Applications						
	FY	Sch	Crs	Cls	Class Start Date	Application Status
<b>C</b>	2001	904C	SYS 201 (DAU)	<a href="#">002</a>	27 Nov 2000	Reservation
<b>R</b>	2001	231D	SYS 301 (DAU)	<a href="#">703</a>	04 Dec 2000	Non-Concurrence
<b>R</b>	2001	904C	SYS 201 (DAU)	<a href="#">003</a>	11 Dec 2000	Class Cancelled
<b>C</b>	2001	502	CON 333 (DAU)	<a href="#">014</a>	12 Feb 2001	Reservation

**Note:** Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

As shown is your first tutorial, highlight and clicking on an application row opens the path window for that application.

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)





# Student Functions

21 Nov 2000

Acquisition Training Application System (ACQTAS)

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

Pending Applications							
	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>X</b>	2001	771	CON 210 (DAU)	<u>709</u>	09 Apr 2001	Pending	20 Nov 2000

Previous Applications							
	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>C</b>	2001	904C	SYS 201 (DAU)	<u>002</u>	27 Nov 2000	Reservation	20 Nov 2000
<b>R</b>	2001	231D	SYS 301 (DAU)	<u>703</u>	04 Dec 2000	Non-Concurrence	21 Nov 2000
<b>R</b>	2001	904C	SYS 201 (DAU)	<u>003</u>	11 Dec 2000	Class Cancelled	20 Nov 2000
<b>C</b>	2001	502	CON 333 (DAU)	<u>014</u>	12 Feb 2001	Reservation	20 Nov 2000

***This is Very Important! If your application is still PENDING (as shown), anywhere in the path, you may Delete the application. If, however, you have been registered in the course as a Reservation or Wait, you **MUST** go through the cancellation process.***



# Student Functions

12/14/00

## Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application    **C** - Request Enrollment Cancellation    **R** - Resubmit Application

Pending Applications							
	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>X</b>	2001	231	BCF 203 (DAU)	<a href="#">005</a>	8/13/01	Pending	12/14/00

**I will demonstrate the Delete Pending Application function. First, click on the "X".**

<b>C</b>	2001	302	BCF 200 (DAU)	<a href="#">001</a>	5/21/01	Reservation	10/20/00
<b>C</b>	2001	904D	CON 202 (DAU)	<a href="#">028</a>	7/16/01	Reservation	11/28/00

[Prepare Application\(s\)](#)    [Review Application\(s\)](#)    [Change Profile](#)    [Resend Notification](#)





# Student Functions

12/14/00

## Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed.

Click on the **R** (resubmit) button at the end of the application form to try to resubmit your application. You can only edit the date / location.

**Pending Applications**

	FY	Sch	Crs
<b>X</b>	2001	231	BCF 20

**Previous Applications**

	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>C</b>	2001	771	CON 204 (DAU)	<a href="#">002</a>	10/16/00	Reservation	10/12/00

**Microsoft Internet Explorer**

You have indicated you wish to remove your application for the following class:

FY:2001  
SCH:231  
CRS:BCF 203 (DAU)  
PHASE:  
CLS:005

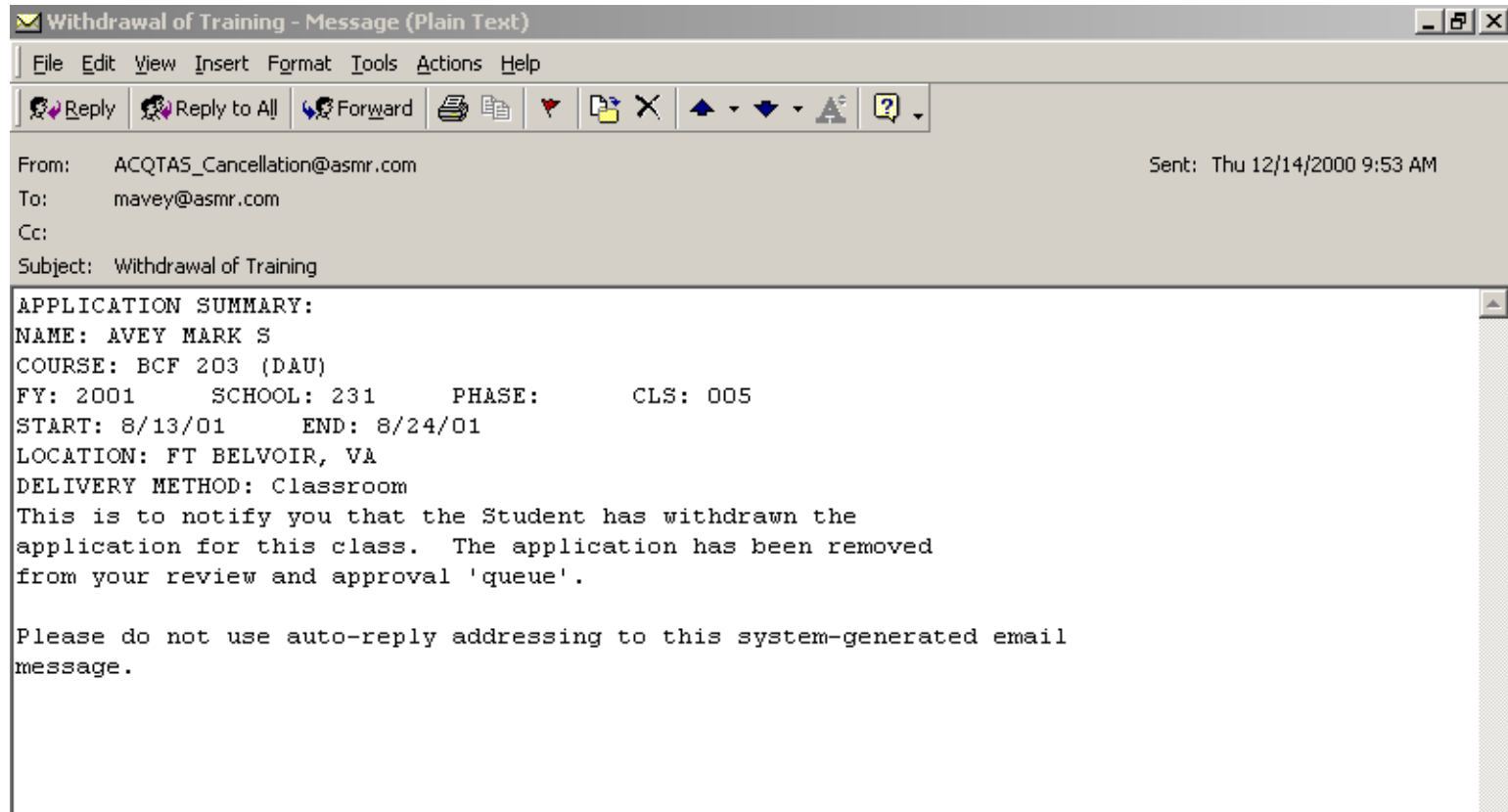
This action CANNOT be undone. Press OK to cancel this application.

OK Cancel

**You will notice, “This action CANNOT be undone.” If you delete a course, you must go back through the application process and reapply.**



# Student Functions



**This is the Email that will go to your supervisor indicating you have withdrawn your application.**



# Student Functions

21 Nov 2000

## Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

### Pending Applications

	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>X</b>	2001	771	CON 210 (DAU)	<u>709</u>	09 Apr 2001	Pending	20 Nov 2000

Sequence	POC Name	POC Title	POC Email	Decision	Decision Date
1	LINDA TORRIES	Supervisor	<u><a href="mailto:dscs_super@hotmail.com">dscs_super@hotmail.com</a></u>	Pending	
2	Valorie Freeman	Training Supervisor	<a href="mailto:acqtas_tc@onebox.com">acqtas_tc@onebox.com</a>		
3	Colleen Mowery	Quota Source Manager	<a href="mailto:acqtas_qm@onebox.com">acqtas_qm@onebox.com</a>		

### Previous Applications

	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>C</b>	2001	904C	SYS 201 (DAU)	<u>002</u>	27 Nov 2000	Reservation	20 Nov 2000
<b>R</b>	2001	231D	SYS 301 (DAU)	<u>703</u>	04 Dec 2000	Non-Concurrence	21 Nov 2000

Sequence	POC Name	POC Title	POC Email	Decision	Decision Date
1	LINDA TORRIES	Supervisor	<u><a href="mailto:dscs_super@hotmail.com">dscs_super@hotmail.com</a></u>	Non-Concurrence	21 Nov 2000
2	Valorie Freeman	Training Supervisor	<a href="mailto:acqtas_tc@onebox.com">acqtas_tc@onebox.com</a>		
3	Colleen Mowery	Quota Source Manager	<a href="mailto:acqtas_qm@onebox.com">acqtas_qm@onebox.com</a>		

<b>R</b>	2001	904C	SYS 201 (DAU)	<u>003</u>	11 Dec 2000	Class Cancelled	20 Nov 2000
<b>C</b>	2001	502	CON 333 (DAU)	<u>014</u>	12 Feb 2001	Reservation	20 Nov 2000

**Note:** Applications for classes in previous FY's will not be displayed.

[Prepare Application\(s\)](#)   [Review Application\(s\)](#)   [Change Profile](#)   [Resend Notification](#)

From the opened path window for SYS 301, we can see that the student's supervisor has issued a non-concurrence with the application.

To review the application, the Student clicks on the Class number.



# Student Functions

Acquisition Training Application System (ACQTAS) Main Menu

21 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Application Review

**Application Review**

**Course Info:**

FY: 2001 School: 231D Course: SYS 301 (DAU) Phase: Class: 703  
Course Title: ADVANCED SYSTEMS PLANNING, RD&E  
School Name: Defense Systems Management College (DSMC)-Los Angeles  
Class Location: LOS ANGELES AFB, CA  
Start Date: 04 Dec 2000 End Date: 15 Dec 2000  
Delivery Method: Local Students / Onsite Remarks: None

**Application Info:**

DoD Component Applied Under:  
Defense Supply Center Columbus (DSCC)  
Alternate date range available for training:  
From: 02 Jan 2001 To: 24 Jan 2001  
Dates unavailable for training:

**Student Info:**

SSN: 213555555 Last Name: CARLISLE First Name: MATT MI: H Se  
Home Street: 2322 FASCINATION STREET City: COLUMBUS State: OH  
Security Clearance: SECRET  
Disabilities: N Special Requirements:  
Pay Plan: GS Pay Grade: 12  
Civilian Job Series: 0050  
Acquisition Career Field: EDUCATION, TRAINING, AND CAREER DEVELOP  
Student's Contact Info:  
Organization: Defense Supply Center Columbus (DSCC)  
Duty Address: 2322 CENTER COURT City: COLUMBUS State: OH ZIP:  
Unit Country: USA  
Phone: 989 - 232 - 2112 ext.  
DSN: - Fax: 989 - 232 - 2311  
Email: sgould@onebox.com

**Supervisor's Contact Info:**

Name: LINDA TORRIES Phone: 232 - 232 - 2322 ext.  
Email: dscc\_super@hotmail.com

**Student Application Comments:**

I want to go to Los Angeles

**Supervisor Comments posted: 21 Nov 2000**

Name: Linda Torries Email: dscc\_super@hotmail.com

You cannot go to LA, that is too far away

**Training Supervisor Comments posted:**

Name: Valorie Freeman Email: acqtas\_tc@onebox.com

None submitted by this individual concerning this application

**Quota Source Manager Comments posted:**

Name: Colleen Mowery Email: acqtas\_qm@onebox.com

None submitted by this individual concerning this application

**Go Back**

Questions? Problems? Suggestions? Please email us now.

Prepare Application(s) Review Application(s) Change Profile Resend Notification

Upon reviewing the application,  
The student can see his supervisor's  
reason for cancellation.



# Student Functions

21 Nov 2000

**Acquisition Training Application System (ACQTAS)**

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application    **C** - Request Enrollment Cancellation    **R** - Resubmit Application

**Pending Applications**

	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>X</b>	2001	771	CON 210 (DAU)	<u>709</u>	09 Apr 2001	Pending	20 Nov 2000

**Previous Applications**

	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>C</b>	2001	904C	SYS 201 (DAU)	<u>002</u>	27 Nov 2000	Reservation	20 Nov 2000
<b>R</b>	2001	231D	SYS 301 (DAU)	<u>703</u>	04 Dec 2000	Non-Concurrence	21 Nov 2000
	2001	904C	SYS 201 (DAU)	<u>003</u>	11 Dec 2000	Class Cancelled	20 Nov 2000
<b>C</b>	2001	502	CON 333 (DAU)	<u>014</u>	12 Feb 2001	Reservation	20 Nov 2000

If the student wishes to resubmit, click on the small **green 'R'** on the **SYS 301** application row.

Prepare Application(s)

Review Application(s)

Change Profile

Resend Notification





# Student Functions

Upon clicking on the resubmit button, the student is taken to the class location list to find a closer location that fits his supervisor's request.

21 Nov 2000

**Acquisition Training Application System (ACQTAS)**

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Course Locations that are displayed in **red** indicate classes with no available spaces.

**CC** - View Course Catalog

FY	Course	Course Title
2001	SYS 301 (DAU)	ADVANCED SYSTEMS PLANNING, RD&E

ALABAMA	School	Classes	Available	Waits
<a href="#">HUNTSVILLE, AL (231B)</a>	DSMC	2	0	0
CALIFORNIA	School	Classes	Available	Waits
<a href="#">CHINA LAKE, CA (231)</a>	DSMC	1	0	0
<a href="#">LOS ANGELES AFB, CA (231D)</a>	DSMC	1	0	3
FLORIDA	School	Classes	Available	Waits
<a href="#">EGLIN AFB, FL (231)</a>	DSMC	1	0	0
INDIANA	School	Classes	Available	Waits
<a href="#">CRANE, IN (231)</a>	DSMC	2	0	0
MASSACHUSETTS	School	Classes	Available	Waits
<a href="#">HANSCOM AFB, MA (231C)</a>	DSMC	1	0	0
MARYLAND	School	Classes	Available	Waits
<a href="#">ABERDEEN PROVING, MD (231)</a>	DSMC	1	0	1
<a href="#">INDIAN HEAD NS YVA, MD (231)</a>	DSMC	1	0	0
<a href="#">PATUXENT RIVER NA, MD (231)</a>	DSMC	3	0	2
MICHIGAN	School	Classes	Available	Waits
<a href="#">WARREN, MI (231)</a>	DSMC	1	0	0
NEW JERSEY	School	Classes	Available	Waits
<a href="#">PICATINNY ARSEN, NJ (231)</a>	DSMC	1	0	0
NEW MEXICO	School	Classes	Available	Waits
<a href="#">WHITE SANDS MISS, NM (231)</a>	DSMC	1	0	0
VIRGINIA	School	Classes	Available	Waits
<a href="#">FT BELVOIR, VA (231)</a>	DSMC	7	4	3

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Application(s)   Review Application(s)   Change Profile   Resend Notification

The rest of the application process is identical to what was covered earlier in the application tutorial.





# Student Functions

Besides being able to resubmit an application, the student can also request a cancellation for a reservation or wait by clicking on the red 'C' on the application row.

21 Nov 2000

## Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

Pending Applications							
	FY	Sch	Crs	Cls	Class Start Date	Application Status	Date Applied
<b>X</b>	2001	771	CON 210 (DAU)	<u>709</u>	09 Apr 2001	Pending	20 Nov 2000

Previous Applications							
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<b>C</b>	2001	502	CON 333 (DAU)	<u>014</u>	12 Feb 2001	Reservation	20 Nov 2000

Sequence	POC Name	POC Title	POC Email	Decision	Decision Date
1	LINDA TORRIES	Supervisor	<a href="mailto:dscs_super@hotmail.com">dscs_super@hotmail.com</a>	Concurrence	20 Nov 2000
2	Valorie Freeman	Training Supervisor	<a href="mailto:acqtas_tc@onebox.com">acqtas_tc@onebox.com</a>	Concurrence	20 Nov 2000
3	Colleen Mowery	Quota Source Manager	<a href="mailto:acqtas_qm@onebox.com">acqtas_qm@onebox.com</a>	Reservation	20 Nov 2000

**Note:** Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Application(s)	Review Application(s)	Change Profile	Resend Notification
------------------------	-----------------------	----------------	---------------------

For this example, we will have the student cancel his reservation for CON 33



# Student Functions

The screenshot displays the ACQTAS web application interface. At the top, a blue header bar contains the text "Acquisition Training Application System (ACQTAS)" and a "Main Menu" link. Below the header, the date "21 Nov 2000" is shown next to a circular logo. The main content area is titled "Acquisition Training Application System (ACQTAS)" and contains a form for "Reason for cancellation." The form has a yellow header bar that says "Enter your reasons for cancelling this application". Inside the form, there is a "Reason for cancellation:" label and a dropdown menu. The dropdown menu is open, showing a list of reasons: "Work related", "Medical", "Family problem", "Death", "Inconvenient time", "Training conflicts", "Location", "Funds not available", "Transportation problems", and "Other (comments required)". To the right of the dropdown is a text area labeled "Other Comments:". At the bottom right of the form is a red "Continue" button. Below the form, there is a link: "Questions? Problems? Suggestions? Please email us now."

The Student can choose a reason for cancellation from the dropdown list.

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



# Student Functions

The student can also add comments to the Cancellation Reason.

**Upon finishing the form, the student clicks 'Continue'.**

[Prepare Application\(s\)](#)

[Review Application\(s\)](#)

[Change Profile](#)

[Resend Notification](#)



# Student Functions

The screenshot displays the ACQTAS (Acquisition Training Application System) web application. The top navigation bar includes a toolbar with various icons and a "Main Menu" link. The page header shows the date "21 Nov 2000" and the system title "Acquisition Training Application System (ACQTAS)". A green banner indicates a request for cancellation by "CARLISLE MATT H" on "21 Nov 2000". Below this, a white box contains details for the application: FY: 2001, School: 502, Course: CON 333 (DAU), Phase: Class: 014, Course Title: MANAGEMENT FOR CONTRACTING SUPERVISORS, School Name: DEFENSE ACQUISITION UNIVERSITY FT LEE CAMPUS RIC04A, Class Location: FT LEE, VA, Start Date: 12 Feb 2001, End Date: 16 Feb 2001, Delivery Method: Classroom, and Remarks: None. A yellow notification dialog box from Microsoft Internet Explorer is overlaid, stating: "A notification has been emailed to the student and to the student's supervisor." with an "OK" button.

Acquisition Training Application System (ACQTAS) Main Menu

21 Nov 2000

**Acquisition Training Application System (ACQTAS)**

Training application cancellation.

**CARLISLE MATT H has requested the following application be cancelled:** Request Date: 21 Nov 2000

**FY:** 2001 **School:** 502 **Course:** CON 333 (DAU) **Phase:** Class: 014  
**Course Title:** MANAGEMENT FOR CONTRACTING SUPERVISORS  
**School Name:** DEFENSE ACQUISITION UNIVERSITY FT LEE CAMPUS RIC04A  
**Class Location:** FT LEE, VA  
**Start Date:** 12 Feb 2001 **End Date:** 16 Feb 2001  
**Delivery Method:** Classroom **Remarks:** None

Microsoft Internet Explorer

! A notification has been emailed to the student and to the student's supervisor.

OK

ACQTAS provides onscreen notification that emails have been sent to the student and to the supervisor.



# Student Functions

**From:** <ACQTAS\_Cancellation@asmr.com> [Add](#) [Block](#) [Schedule](#)  
**To:** <sgould@onebox.com>  
**Subject:** ACQTAS Cancellation Request

APPLICATION SUMMARY:  
NAME: CARLISLE MATT H  
COURSE: CON 333 (DAU)  
FY: 2001      SCHOOL: 502      PHASE:      CLS: 014  
START: 12 Feb 2001      END: 16 Feb 2001  
LOCATION: FT LEE, VA  
DELIVERY METHOD: Classroom  
sgould@onebox.com

This is to notify you that you have requested the above class enrollment be cancelled. When training officials in your component make their decision, you will be notified by Email. As well, you can track the status of your cancellation request by clicking on the 'Review/Edit Applications' link.

Please do not respond to this system generated email

**The student receives this email notification upon making the cancellation request**





# Student Functions

The student's reservation or wait has entered the Cancellation Path for their DoD component.

The student can track the status of his cancellation request by opening up the path window. This is done by clicking the application row.

Acquisition Training Application System (ACQTAS)

21 Nov 2000

**Acquisition Training Application System (ACQTAS)**

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

Pending Applications						
	FY	Sch	Crs	Cls	Class Start Date	Date Applied
<b>X</b>	2001	771	CON 210 (DAU)	<u>709</u>	09 Apr 2001	Pending 20 Nov 2000

Previous Applications						
	FY	Sch	Crs	Cls	Class Start Date	Date Applied
<b>C</b>	2001	904C	SYS 201 (DAU)	<u>002</u>	27 Nov 2000	Reservation 20 Nov 2000
<b>R</b>	2001	231D	SYS 301 (DAU)	<u>703</u>	04 Dec 2000	Non-Concurrence 21 Nov 2000
<b>R</b>	2001	904C	SYS 201 (DAU)	<u>003</u>	11 Dec 2000	Class Cancelled 20 Nov 2000
	2001	502	CON 333 (DAU)	<u>014</u>	12 Feb 2001	Reservation / Cancellation Decision Pending 20 Nov 2000

Sequence	POC Name	POC Title	POC Email	Decision	Decision Date
1	LINDA TORRIES	Supervisor	<u><a href="mailto:dscs_super@hotmail.com">dscs_super@hotmail.com</a></u>	Cancellation Decision Pending	
2	Valorie Freeman	Training Supervisor	<u><a href="mailto:acqtas_tc@onebox.com">acqtas_tc@onebox.com</a></u>	Concurrence	
3	Colleen Mowery	Quota Source Manager	<u><a href="mailto:acqtas_qm@onebox.com">acqtas_qm@onebox.com</a></u>	Reservation	

**Note:** Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

[Prepare Application\(s\)](#)   [Review Application\(s\)](#)   [Change Profile](#)   [Resend Notification](#)





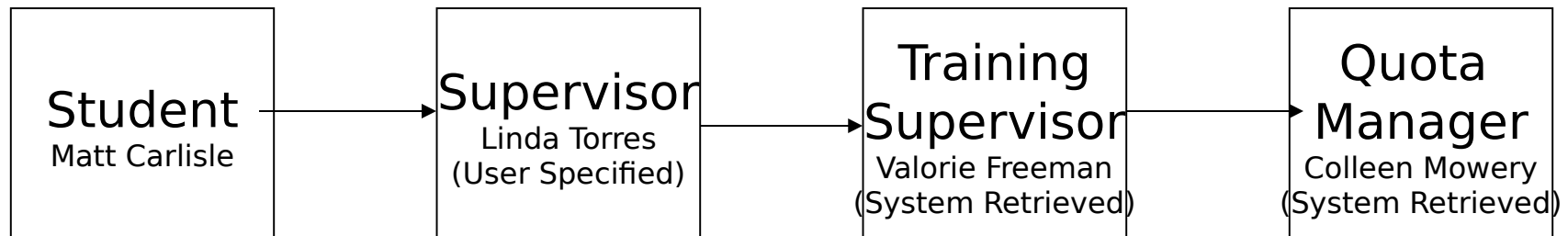
# Cancellation Path

## DISA's Application / Cancellation Path



The Cancellation Path and the Application Path are the same for a component. The Same people that approved the student's application must also approve the student's cancellation.

## DSCC's Application / Cancellation Path





# Cancellation Path

Upon a cancellation request, the supervisor is emailed this notification.

The supervisor reviews and takes an action on the cancellation request in the same manner that he reviews pending applications in his inbox –by connecting to the website, entering in his Email address and Application Review Code.

**Subject: ACQTAS Cancellation Request**

APPLICATION SUMMARY:  
NAME: CARLISLE MATT H  
COURSE: CON 333 (DAU)  
FY: 2001 SCHOOL: 502 PHASE: CLS: 014  
START: 12 Feb 2001 END: 16 Feb 2001  
LOCATION: FT LEE, VA  
DELIVERY METHOD: Classroom  
sgould@onebox.com

This is to advise you that the above employee has submitted a request to cancel enrollment in this class for the following reason(s):  
[Work related] my supervisor wants me to work during that time period

To approve or disapprove the cancellation request, please take the following actions:

1. Click on this internet link when ready:  
<https://www.atrrs.army.mil/channels/acqtas/supervisor>
2. Enter your eMail address (acqtas\_tc@onebox.com) at the prompt.
3. Enter Application Review Code: 06045 at the prompt.  
(This gives you access to all applications showing you as the supervisor of record.)
4. Click on the name of the student to review the application.
5. Click on Approve or Disapprove in the Supervisory Approval block.
6. Press the SUBMIT button. (If you disapprove an application, it would be appropriate, before you press SUBMIT, to add free text comments as feedback to the employee.)
7. The student will be advised by a system-sent eMail of your approval or disapproval.
8. Approved cancellation requests will automatically be submitted to the Approval Authority for final action.

Please do not respond to this system generated email



# Cancellation Path

Note that the request type displays 'Cancellation'.

21 Nov 2000

**Acquisition Training Application System (ACQTAS)**

Click on the student name to review their application.  
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

Applications Pending Your Review									
Name	FY	Sch	Crs	Cls	Class Start Date	Request	Application Status	Application Date	
CARLISLE, MATT H	2001	502	CON 333 (DAU)	014	12 Feb 2001	Cancellation	Reservation	20 Nov 2000	
CARLISLE, MATT H	2001	771	CON 210 (DAU)	709	09 Apr 2001	Training	Pending your Decision	20 Nov 2000	

Previous Applications									
Name	FY	Sch	Crs	Cls	Class Start Date	Request	Application Status	Application Date	
CARLISLE, MATT H	2001	904C	SYS 201 (DAU)	002	27 Nov 2000	Training	Reservation	20 Nov 2000	
CARLISLE, MATT H	2001	231D	SYS 301 (DAU)	703	04 Dec 2000	Training	Non-Concurrence	21 Nov 2000	
CARLISLE, MATT H	2001	904C	SYS 201 (DAU)	003	11 Dec 2000	Cancellation	Class Cancelled	20 Nov 2000	
CARLISLE, MATT H	2001	502	CON 333 (DAU)	014	12 Feb 2001	Cancellation	Reservation	20 Nov 2000	

[Resend Notification\(s\)](#)

[Questions? Problems? Suggestions? Please email us now.](#)

Clicking on the Student's Name opens up the the Cancellation R



# Cancellation Path

21 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Cancellation Approval/Disapproval

**Approve / Disapprove Cancellation Request**

**Course Info:**

FY: 2001 School: 502 Course: CON 333 (DAU) Phase: Class: 014  
Course Title: MANAGEMENT FOR CONTRACTING SUPERVISORS  
School Name: DEFENSE ACQUISITION UNIVERSITY FT LEE CAMPUS RIC04A  
Class Location: FT LEE, VA  
Start Date: 12 Feb 2001 End Date: 16 Feb 2001  
Delivery Method: Classroom Remarks: None

**Application Info:**

DoD Component Applied Under:  
Defense Supply Center Columbus (DSCC)  
Alternate dates you are available for training: 01 Feb 2001 -> 21 Feb 2001  
Dates you are unavailable for training: ->

**Student Info:**

Name: MATT H CARLSLE DOB: 05 Jan 1955 Sex: M  
Pay Plan: GS Pay Grade: 12  
Security Clearance: SECRET  
Disabilities: N Special Requirements:  
Home Street: 2322 FASCINATION STREET City: COLUMBUS State: OH ZIP: 52322 -

**Acquisition Career Field:** EDUCATION, TRAINING, AND CAREER DEVELOPMENT

**Student's Contact Info:**

Organization: Defense Supply Center Columbus (DSCC)  
Duty Address: 2322 CENTER COURT City: COLUMBUS State: OH ZIP: 52324 - Unit Country: USA  
Phone: (989) 232-2112 DSN: Fax: (989) 232-2311  
Email: sgould@onebox.com

**Student Reason for Cancellation:**

[Work related] my supervisor wants me to work during that time period

Supervisor / Training Coordinator Application Review

Acquisition Training Application System (ACQTAS)

**Application Info:**

DoD Component Applied Under:  
Defense Supply Center Columbus (DSCC)  
Alternate dates you are available for training: 01 Feb 2001 -> 21 Feb 2001  
Dates you are unavailable for training: ->

**Student Info:**

Name: MATT H CARLSLE DOB: 05 Jan 1955 Sex: M  
Pay Plan: GS Pay Grade: 12  
Security Clearance: SECRET  
Disabilities: N Special Requirements:  
Home Street: 2322 FASCINATION STREET City: COLUMBUS State: OH ZIP: 52322 -

**Acquisition Career Field:** EDUCATION, TRAINING, AND CAREER DEVELOPMENT

**Student's Contact Info:**

Organization: Defense Supply Center Columbus (DSCC)  
Duty Address: 2322 CENTER COURT City: COLUMBUS State: OH ZIP: 52324 - Unit Country: USA  
Phone: (989) 232-2112 DSN: Fax: (989) 232-2311  
Email: sgould@onebox.com

**Student Reason for Cancellation:**

[Work related] my supervisor wants me to work during that time period

**Cancellation Decision:**

Concur with Cancellation  
NonConcur with Cancellation

Press the "Submit >>" button to continue **Submit >>**

[Questions? Problems? Suggestions? Please email us now.](#)

Supervisor / Training Coordinator Application Review

The Supervisor can review the application and decide whether to concur or nonconcur with the cancellation request.



# Cancellation Path

To: <sgould@onebox.com>

Subject: Application Cancellation Request

APPLICATION SUMMARY:

NAME: CARLISLE MATT H

COURSE: CON 333 (DAU)

FY: 2001 SCHOOL: 502 PHASE: CLS: 014

START: 12 Feb 2001 END: 16 Feb 2001

LOCATION: FT LEE, VA

DELIVERY METHOD: Classroom

sgould@onebox.com

**The student is kept informed of the cancellation process through Email.**

This is to notify you that your cancellation request for for this class has

has been approved by:

LINDA TORRIES

Title: Supervisor

Email Address: dscc\_super@hotmail.com

Your cancellation request has been electronically forwarded to Valorie Freeman

Title: Training Supervisor

Email Address: acqtas\_tc@onebox.com

for their decision.

Supervisor Comments: Yes, I need him to work during that time period

Please do not use auto-reply addressing to this system-generated email message.







# Cancellation Path

The Cancellation Path continues through the student's supervisor and any training supervisors in the process until it gets to the Quota Manager.

As shown earlier in the module, the Quota Manager has final approval in the actually performing the cancellation for the student.

21 Nov 2000

## Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the POC whose decision is pending concerning your application by clicking on the on the POC email address that is highlighted and underlined for the course that you have applied for: [poc@mail.com](mailto:poc@mail.com). You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class start date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

Pending Applications						
	FY	Sch	Crs	Cls	Class Start Date	Application Status
<b>X</b>	2001	771	CON 210 (DAU)	<u>709</u>	09 Apr 2001	Pending

Previous Applications						
	FY	Sch	Crs	Cls	Class Start Date	Application Status
<b>C</b>	2001	904C	SYS 201 (DAU)	<u>002</u>	27 Nov 2000	Reservation
<b>R</b>	2001	231D	SYS 301 (DAU)	<u>703</u>	04 Dec 2000	Non-Concurrence
<b>R</b>	2001	904C	SYS 201 (DAU)	<u>003</u>	11 Dec 2000	Class Cancelled
	2001	502	CON 333 (DAU)	<u>014</u>	12 Feb 2001	Reservation / Cancellation Decision Pending

Sequence	POC Name	POC Title	POC Email	Decision	Decision Date
1	LINDA TORRIES	Supervisor	<a href="mailto:dscc_super@hotmail.com">dscc_super@hotmail.com</a>	Cancellation Request Concurred With	21 Nov 2000
2	Valorie Freeman	Training Supervisor	<a href="mailto:acqtas_tc@onebox.com">acqtas_tc@onebox.com</a>	Cancellation Request Concurred With	21 Nov 2000
3	Colleen Mowery	Quota Source Manager	<a href="mailto:acqtas_qm@onebox.com">acqtas_qm@onebox.com</a>	Cancellation Decision Pending	

**Note:** Applications for classes in previous FY's will not be displayed.

[Questions? Problems? Suggestions? Please email us now.](#)

[Prepare Application\(s\)](#)   [Review Application\(s\)](#)   [Change Profile](#)   [Resend Notification](#)





***This concludes the  
Review/Edit and  
Cancellation process  
tutorial. Thank you for  
participating!***